

~~CONFIDENTIAL~~ SECRET

OFFICE OR STAFF: TRAINING
OFFICE CODE: U
REQUEST DATE: 7/17/53
Security Information
CONTROL NO.: 000600030018-3
Page 1 of 1 Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<div style="border: 1px solid black; width: 100px; height: 20px;"></div> TRAINING DIVISION GROUND BRANCH TRAINING AIDS SECTION	25X1A		<div style="border: 1px solid black; width: 100px; height: 20px;"></div> TRAINING DIVISION GROUND BRANCH TRAINING AIDS SECTION		25X1A		
Training Assistant	GS-1711-6	733	Motion Pic Proj	GS-1668-6	899		
Training Assistant	GS-1711-5	734	Motion Pic Proj	GS-1668-6	899.01		
By written request, from Chief, Support Staff, dated 17 July 1953.							
No change in T/O Strength.							
			25X1A				

25X1A NEW OFFICE TOTALS T/O Strength 25X9

APPROVAL
SECRET
The changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.
 Chief, Class. & Wage Div.
TITLE

FORM NO. 30-25 SEP 1952

T/O CHANGE AUTHORIZATION

JUL 24 1953

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~~SECURITY INFORMATION~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 17 July 1953

FROM : Director of Training

SUBJECT: Request for Up-grading of Position

1. The T/O for the Training Aids Section, provides for two Training Assistants, one of which is graded GS-6, U 733, and one GS-5, U734. However, experience has shown that the duties performed by the individuals in these positions are practically identical. Such duties include:

25X1A6a

- (a) Operation and maintenance of still and movie projectors.
- (b) Production and playback of recordings and performance of related services as requested by instructors.
- (c) Projection of entertainment movies as required.
- (d) Film filing according to reference catalogue numbers.
- (e) Maintenance of record players, vu-graphs, and other audio-visual equipment.
- (f) Participation in instructional skits as required.
- (g) Assist in administrative detail of film section (typing, of film requests, equipment inventories, etc.)
- (h) Inspection and editing of film footage.

2. In view of the above, it is requested that position #U 734, GS-5, be classified as GS-6.

25X1A9a

for
MATTHEW BAIRD

B-70
7/17/53